

PRINTING AND COLLATING GUIDE

Title SFST Teacher-Trainer Manual 2/06

| Cover X | Prints | | Stock | | Ink | | Size |
|--------------------------------|--------|---|-----------------|--------------------|-------------------|------------|------------------|
| | 1 | 2 | 3 | 4 | | | |
| | | | | | | | |
| Description | | | Number of Pages | First Printed Page | Last Printed Page | Blank Page | Size of Page |
| Cover | | | 1 | 1 | | | 9 x 11 |
| Spine | | | 1 | 1 | | | Per Guide |
| Title Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Administrator Guide Title Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Preface | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Table of Contents | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Contents | | | 5 | 1 | 5 | 1 | 8 ½ x 11 |
| Appendix A | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Appendix B | | | 4 | 1 | 4 | | 8 ½ x 11 |
| Appendix C | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Appendix D | | | 7 | 1 | 7 | 1 | 8 ½ x 11 |
| Manual Cover Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Foreword | | | 3 | 1 | 3 | 1 | 8 ½ x 11 |
| Tab - Session I | | | 1 | 1 | | | 8 ½ x 11 |
| Blue Index, Black Print | | | | | | | |
| Title Page/Objectives | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Contents | | | 5 | I-1 | I-5 | 1 | 8 ½ x 11 |
| Attachments Cover Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Blue Bond, Black Print | | | | | | | |
| Attachment A | | | 3 | 1 | 3 | 1 | 8 ½ x 11 |
| Handouts Cover Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Blue Bond, Black Print | | | | | | | |
| Handout I-1 | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Handout I-2 | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Handout I-3 | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Handout I-4 | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Handout I-5 | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Handout I-6 | | | 2 | 1 | 2 | | 8 ½ x 11 |
| Pre-Test Answer Sheet | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Overheads Cover Page | | | 1 | 1 | | 1 | 8 ½ x 11 |
| Blue Bond, Black Print | | | | | | | |
| Overheads | | | 4 | 1 | 4 | 4 | 8 ½ x 11 |
| One Side Only | | | | | | | |

| | | | | | | |
|--------------------------|----|-------|--------|----|-----------------|--------------------------------|
| Tab - Session II | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 30 | II-1 | II-30 | | 8 ½ x 11 | |
| Handouts Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Handout II-1 | 2 | 1 | 2 | | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 12 | 1 | 12 | 12 | 8 ½ x 11 | One Side Only |
| Tab - Session III | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 28 | III-1 | III-28 | | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 8 | 1 | 8 | 8 | 8 ½ x 11 | One Side Only |
| Tab - Session IV | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 2 | IV-1 | IV-2 | | 8 ½ x 11 | |
| Attachments Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Attachment A | 2 | 1 | 2 | | 8 ½ x 11 | |
| Attachment B | 6 | 1 | 6 | | 8 ½ x 11 | |
| Handouts Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Handout IV-1 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 4 | 1 | 4 | 4 | 8 ½ x 11 | One Side Only |
| Tab - Session V | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 13 | V-1 | V-13 | 1 | 8 ½ x 11 | |
| Attachments Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Attachment A | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handouts Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Handout V-1 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout V-2 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 9 | 1 | 9 | 9 | 8 ½ x 11 | One Side Only |
| Tab - Session VI | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 32 | VI-1 | VI-32 | | 8 ½ x 11 | |

| | | | | | | |
|---------------------------|----------|----------|--------|----|-----------------|--------------------------------|
| Handouts Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Handout VI-1 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-1A | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-2 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-2A | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-2B | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-3 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-4 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-5 | 1 | 1 | | 1 | 8 ½ x 11 | |
| Handout VI-6 | 2 | 1 | 2 | | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 17 | 1 | 17 | 17 | 8 ½ x 11 | One Side Only |
| Tab - Session VII | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 12 | VII-1 | VII-12 | | 8 ½ x 11 | |
| Attachments Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Attachment A | 1 | 1 | | 1 | 8 ½ x 11 | |
| Attachment B | 1 | 1 | | 1 | 8 ½ x 11 | |
| Attachment C | 1 | 1 | | 1 | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 5 | 1 | 5 | 5 | 8 ½ x 11 | One Side Only |
| Tab - Session VIII | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 5 | VIII-1 | VIII-5 | 1 | 8 ½ x 11 | |
| Attachments Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Attachment A | 1 | 1 | | 1 | 8 ½ x 11 | |
| Attachment B | 1 | 1 | | 1 | 8 ½ x 11 | |
| Overheads Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Overheads | 5 | 1 | 5 | 5 | 8 ½ x 11 | One Side Only |
| Tab - Session IX | 1 | 1 | | | 8 ½ x 11 | Blue Index, Black Print |
| Title Page/Objectives | 2 | 1 | 2 | | 8 ½ x 11 | |
| Contents | 1 | IX-1 | | 1 | 8 ½ x 11 | |
| Attachments Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |
| Attachment A | 2 | 1 | 2 | | 8 ½ x 11 | |
| Handouts Cover Page | 1 | 1 | | 1 | 8 ½ x 11 | Blue Bond, Black Print |

| | | | | | | |
|--------------------------|------------|---|---|--|----------|--|
| Handout IX-1 | 4 | 1 | 4 | | 8 ½ x 11 | |
| Handout IX-2 | 6 | 1 | 6 | | 8 ½ x 11 | |
| Remedial Quiz | 4 | 1 | 4 | | 8 ½ x 11 | |
| Answer Sheet | 2 | 1 | 2 | | 8 ½ x 11 | |
| | | | | | | |
| | | | | | | |
| Total Index Pages | 318 | | | | | |
| Total Blank Pages | 120 | | | | | |
| Total Pages | 438 | | | | | |
| Total Tabs | 9 | | | | | |